



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

15 JAN 15 P1:03

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DCCA

Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

The Federation of State Boards of Physical Therapy (FSBPT) will provide the following to Hawaii Board of Physical Therapy: aPTitude is a free continuing competence resource for physical therapist licensees, providers of continuing competence and continuing education activities, and state licensing boards. ProCert is the only program designed to function entirely within aPTitude for purposes of evaluating continuing competence continuing education courses and conferences. Jurisprudence Learning and Assessment Module will create a jurisprudence course based on our laws and rules governing physical therapists as required by §461J-10.12(1), HRS.

2. Vendor/Contractor/Service Provider Name:

Federation of State Boards of Physical Therapy (FSBPT)

3. Amount of Request:

N/A

4. Term of contract (shall not exceed 12 months), if applicable:

From: Approval

To: 12/31/2015

5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

See attachment 1.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

Through the use of aPTitude and ProCert, the Hawaii Board of Physical Therapy will not have to review and approve hundreds of continuing competency courses taken by over 1500 Hawaii physical therapist licensees as a requirement to renew their license beginning in 2016.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.


See attached letter from FSBPT.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

We were unable to find any alternative sources. It is our understanding that FSBPT is the only entity in the market that provides these continuing competency services for physical therapist licenses.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Celia Suzuki* 	PVLD/DCCA	586-2690	phys_therapy@dcca.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.



Department Head Signature

JAN 12 2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

1/16/15

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Request is returned with no action required as department has decided to withdraw their request for sole source.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

☐ Approved

☐ Disapproved

☒ No Action Required


Chief Procurement Officer Signature

Date

2/3/2015

Attachment 1

1. aPTitude is the only online continuing competence information management system that offers the following services to Physical Therapy licensing boards:

- Communicating continuing competence and education requirements to licensees in a simple and straightforward manner.
- Automatically notifying licensees when Hawaii's continuing competence and education requirements change.
- Verifying licensees' completion of activities, including viewing of completion certificates and other required documentation.
- Running compliance reports to assess how licensees are completing Hawaii's continuing competence and education requirements.

aPTitude as a free service to the Hawaii Board of Physical Therapy ("**Board**") and State, and FSBPT can customize the system to work for the Board, as needed. All of aPTitude's functionality is also free to Hawaii physical therapist licensees.

2. ProCert is the only program designed to function entirely within aPTitude for purposes of evaluating continuing competence continuing education courses and conferences. It is also the only evaluative program seamlessly integrated into aPTitude so that published activities can be reviewed against a comprehensive set of quality standards. Activities meeting the standards are awarded certification, which is automatically posted in aPTitude for licensees to search for and view. ProCert certified activities within aPTitude can then be completed by licensees and then recorded to their aPTitude accounts.

Like aPTitude, ProCert is a free service to the Board, State, and Hawaii physical therapist licensees.

3. FSBPT is the only organization that offers Jurisprudence Learning and Assessment Module for physical therapists and is also a free service to the Board.